



VETERINARY MEDICAL BOARD
Registered Veterinary Technician Committee
2005 Evergreen Street, Suite 2250, Sacramento, CA 95815
Telephone: 916-263-2610 Fax: 916-263-2621
Web site: www.vmb.ca.gov

FINGERPRINTING REQUIREMENTS

Live Scan is a system for the electronic submission of fingerprints for background checks. Pursuant to Penal Code Section 11077.1 fingerprints must be submitted electronically via Live Scan. The Department of Justice has limited statutory authority to issue an exemption to this mandate if an electronic transmission site is regionally unavailable. For more information on how to request an exemption, visit the Attorney General's Office web site at: www.ag.ca.gov/fingerprints/ and download the [BCII 9004 - Request for Exemption from Mandatory Electronic Fingerprint Submission Requirement form](#).

Although Live Scan is not required for approval to take an examination or obtain intern/resident or reciprocity temporary license, the results from Live Scan must be received and reviewed prior to issuance of a license or registration. Licensure or registration is subject to denial pursuant to Business and Professions Code Sections 475 – 499 upon review of your background information.

Enclosed with your application package is a "Request for Live Scan Service" form (BCII 8016). This form can also be requested from the VMB or RVTC, or obtained from our web site at: www.vmb.ca.gov.

Fingerprint processing fees paid directly to the Live Scan site include a \$51.00* processing fee (\$32.00 Department of Justice (DOJ) + \$19.00 Federal Bureau of Investigation (FBI)), in addition to a Live Scan service fee which varies by location. *Effective October 1, 2007 the FBI processing fee was reduced from \$24.00 to \$19.00.

Instructions for completing "Request for LIVE SCAN Service" form

STEP 1 – COMPLETE THE REQUEST FOR LIVE SCAN SERVICE FORM (BCII 8016) AS FOLLOWS:

Name of Applicant: Enter your Last Name, First Name, and Middle Name. Do not use initials or name abbreviations.

Alias: Enter all other names you have used, including your maiden name.

Driver's License No. Enter your Driver's License Number, including the State.

DOB: Enter your date of birth (month/day/year).

Sex: Enter your gender (male or female).

HT: Enter your height in feet and inches.

WT: Enter your weight in pounds.

Eye Color: Enter the color of your eyes.

Hair Color: Enter the color of your hair.

Place of Birth: Enter your place of birth (City and State, or Country).

SOC: Enter your Social Security Number.

If Resubmission, list Original ATI No.: Enter Original ATI number if you are being re-fingerprinted.

STEP 2 – VISIT YOUR NEAREST LIVE SCAN SITE

Take the three part completed Live Scan Request Form to your nearest Live Scan site.

To obtain information on Live Scan locations and service fees visit the Attorney General's Office web site at: www.ag.ca.gov/fingerprints/publications/contact.php. Check the listing of sites by county for hours of operation, appointment requirements, service fee, and acceptable forms of payment.

STEP 3 – PAY ALL REQUIRED FEES

Pay the Live Scan operator: a **\$51.00 Processing Fee** in addition to the Live Scan service fee. Service fees vary by location and the Board or Committee does not set the price.

STEP 4 – SUBMIT COMPLETED REQUEST FOR LIVE SCAN SERVICE FORM TO THE VETERINARY MEDICAL BOARD OR REGISTERED VETERINARY TECHNICIAN COMMITTEE

Once the Live Scan Operator has completed your form in full (including the ATI number), send the second copy to the Board or Committee and keep the third copy for your records, the operator will keep the first copy.